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RULES, ORDERS, AND REGULATIONS,

FOR THE

Better Government of the Poor,

IN THE

HOUSE of INDUSTRY

FOR THE

Hundreds of COLNEIS and CARLFORD in SUFFOLK.

IPSWICH:

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BRITISH MUSEUM

Rules, Orders and Regulations,

FOR THE

Better Government of the POOR, in the HOUSE of INDUSTRY, &c.

I.

THAT the Governor do admit no poor Perſon into this Houſe, unleſs ſuch Perſon ſhall produce a Certificate in Writing, under the Hands of the Church-Wardens and Overſeers of ſome Pariſh within the two Hundreds where ſuch Perſon claimeth a Settlement, certifying that ſuch Perſon hath a legal Settlement within that Pariſh; and if the Officers of any Pariſh are doubtful concerning the legal Settlement of ſuch poor Perſon, they are to certify their Doubts to the Governor, and he is immediately to carry ſuch poor Per-

ſon before the next of his Majeſty's Juſtices of the Peace, to be examin'd, and paſſed to the Place of Settlement, if it be found to be elſewhere.

II.

THAT the Governor ſhall in no Caſe place any Perſons in the Wards, 'till they be carefully examin'd, waſh'd and cleaned, and new cloathed, if it be neceſſary: And in that Caſe, he is to cauſe the old Cloaths to be well clean'd; and if ſuch poor Perſons be likely to be diſcharged from the Houſe, their old Cloaths are to be kept until they be diſcharg'd, and then delivered to them to wear, in exchange for the Cloaths found by the Houſe.

III.

THAT the Governor and Matron do keep Peace and good Order in the Houſe, and permit none to fight, quarrel, or give abuſive or rude Language, without Puniſhment.

IV.

THEY are to keep all the able Poor to ſuch Work or Employment as they are fit for, and call them to it by ring of Bell at the Hours following; from *Lady-Day* to *Michaelmas* from Six in the Morning to

Seven

Seven in the Evening; from *Michaelmas* to *Lady-Day*, from Seven in the Morning to Six in the Evening; and they are to allow them Half an Hour for Breakfaſt, and an Hour for Dinner; and to allow the Children a ſufficient Time for learning to read.

V.

That they make ready the Proviſions in a clean and wholeſome Manner, and ſee that Breakfaſt be ready at Nine o'Clock, Dinner at One, and Supper againſt the Workers leave Work.

VI.

That they cauſe Grace to be ſaid both before and after Meat, keep all the Rooms neat and clean, ſee them ſwept every Day, or at leaſt three Times a Week, and waſh'd as often as they can conveniently have it done: That they cauſe the Windows to be ſet open every Day, except in rainy Weather, and ſuffer no Victuals to be eaten out of the Dining-Room, except by the Sick.

VII.

That they keep the Children's Heads and Hands clean, and all the Cloaths and Beds, and deliver to every one clean Linnen on *Saturday* Evening, and take in their foul on *Sunday* Morning.

VIII.

VIII.

THAT they ſee all to Bed by Nine o'Clock in the Summer, and Eight in the Winter; be careful to ſee all Candles and Fires out, except in the Sick-Wards, and ſuffer no Perſon, on any Account, to ſmoke in the Bed-Rooms, or above Stairs.

IX.

THAT no Perſons be admitted to ſee the Poor in this Houſe, without the Governor's Leave; nor any Poor be permitted to go out, without Leave firſt had in Writing from him, and confirm'd under the Hand-Writing of one of the Weekly Committee.

X.

THE Governor to read Prayers, or cauſe them to be read, every Day, in the Morning before ringing the Working-Bell, and in the Evening after Supper, at which Times the Names of all the Poor ſhall be called over, and all the Abſenters puniſh'd at the Diſcretion of the Governor.

XI.

THE Governor is not to ſuffer any poor Perſons to be maintain'd in this Houſe without obliging them to wear the Badge, (except ſuch as may be employ'd as Nurſes and Servants in doing the Work of the Houſe;)

Houſe;) and he is to appoint ſuch Nurſes or Servants, to do the neceſſary Buſineſs of the Houſe, who, if they behave well, and be recommended by him, will be encourag'd or advanc'd by the Weekly Committee: He ſhall alſo ſee the Proviſions cut out and properly deliver'd, take Care there be no Waſte made, nor any Bread cut under a Day old.

XII.

The Governor and Matron ſhall execute all Orders made by the Guardians at their Quarterly Meetings, and likewiſe every ſuch Order as they ſhall receive from the Weekly Committee; the ſame being firſt enter'd in the Committee-Book, and ſigned by the Members preſent at making it.

XIII.

The Governor ſhall on the *Monday* in every Week, give an Account of all Proviſions received and expended in the Week preceeding, to the Committee; and likewiſe of all Work done at the Houſe; and make his Complaint to them of all the Perſons miſbehaving under him, and their ſeveral Offences: And at all Times in the Committee-Room a Book ſhall lie open, with Pen and Ink near it, that in Caſe any Guardian, or other Perſon viſiting the Houſe occaſionally, ſhall perceive any thing amiſs,

amiſs, or can ſuggeſt any new Propoſal for the better conducting this Undertaking, he may write his Thoughts or Obſervations therein, that the Weekly-Committee may conſider the ſame, and report it to the next Quarterly Meeting, if they think proper.

XIV.

THE Governor is to keep a Book, in which he is to enter the Admiſſion of every poor Perſon admitted into this Houſe, expreſſing their Names, Age, Place to which they belong, Reaſon of their Admiſſion, by whom ſent and certified, and the Day when admitted, with blank Columns to be filled up with the Time and Manner of their being diſcharged.

XV.

THAT the Matron do deliver out the Soap, and ſee all the Linnen waſh'd and got up, that the Beds may be ſheeted once a Month, and that no Linnen be hung to dry in any of the Lodging-Wards.

XVI.

THAT the Nurſes take care to make and mend all the Linnen and Cloaths; and when any Perſon dies, to deliver his or her Cloaths, clean and neat, to the Governor, to be laid up in the Wardrobe, and alſo every

every thing elſe they die poſſeſſed of for the Uſe of the Houſe; and he is to deliver an Inventory thereof to the next weekly Board.

XVII.

When any Perſon falls ſick or lame, Notice to be given by the Governor to the Apothecary or Surgeon with convenient Speed, and that proper Diet be allowed and Care taken of the Patient.

XVIII.

That no Penſion be allowed out of the Houſe, unleſs in Caſes of Lunacy, Plague, Small-Pox, Foul Diſeaſe, or Idiotiſm.

XIX.

That there be a School in the Houſe, where all Children above three Years of Age ſhall be kept till they ſhall be five Years old, and then ſet to Spinning, and ſuch other proper and beneficial Work as they are able to perform.

XX.

That the Orders delivered to the Governor be publickly read once in every Week, that none may plead or pretend Ignorance.

XXI.

THAT ſuch Girls as are of a proper Age be employed and inſtructed (as far as the Matron and Servants belonging to the Houſe are capable of teaching them) in Cookery, Houſewifery, Waſhing, Scouring, and all other Work to qualify them for Service.

XXII.

THAT the Governor provide Wormwood from Time to Time to fumigate the Rooms, which is alſo to be uſed in waſhing Linnen, and in the Beds; and the Matron is to take Care that the Nurſes lay it in all the Bed-Sheets.

XXIII.

THAT an exact Account be kept in a Book of all Houſhold Goods, Cloaths and Linnen belonging to the Work-houſe, &c.

XXIV.

THAT neither the Governor nor Governeſs buy or ſell, or ſuffer any diſtilled Liquors to come into the Houſe.

XXV.

THAT the following Bill of Fare be punctually obſerved by the Maſter and Miſtreſs, until any Alterations be made therein by the General Court.

BREAKFAST.

BREAKFAST.

Monday, Beef-Broth.
Tueſday, Water-Gruel.
Wedneſday, Beef-Broth.
Thurſday, Water-Gruel.
Friday, Beef-Broth.
Saturday, Water-Gruel.
Sunday, Bread and Small Beer.

DINNER.

Monday, Peaſe Pottage.
Tueſday, Beef and Broth.
Wedneſday, Haſty-Pudding.
Thurſday, Beef and Broth.
Friday, Barley or Milk Broth.
Saturday, Ox-Cheek and Legs of Beef.
Sunday, Beef and Broth and Peaſe Pudding.

SUPPER.

Monday, Bread and Cheeſe.
Tueſday, Bread and Butter.
Wedneſday, Bread and Cheeſe.
Thurſday, Bread and Butter.
Friday, Bread and Cheeſe.
Saturday, Bread and Butter.
Sunday, Bread and Cheeſe.

XXVI.

THAT the Tradeſmen employed in ſerving the Houſe of Induſtry, do always ſend Notice of the Weight and Prices of their Goods, which are to be filed by the Governor as ſoon as he has made proper Entries of the ſaid Goods, in the Books of the Houſe; and if they deliver bad Goods, immediate Notice to be given of it to the acting Directors and Guardians.

XXVII.

THAT ſpecial Care be taken to prevent the Children making Waſte in their Proviſions, or in the Materials with which they are employed to work; and that this Article be particularly enquired into by the Governor.

XXVIII.

THAT for the Encouragement of thoſe who ſhall diſcharge the Buſineſs they are appointed to do, with Care and Diligence, Rewards ſhall be given them from Time to Time, as the Board ſhall judge of their Merit.

XXIX.

XXIX.

THAT the ſeveral Nurſes in whoſe Ward any Perſon ſhall die, do immediately acquaint the Governor therewith, who ſhall cauſe the Corpſe in due Time to be brought into the proper Place, and there laid out, and a Coffin and Shroud directly provided.

XXX.

THAT the Governors and Matron do not, upon any Pretence whatſoever, ſuffer any poor Perſon belonging to the Houſe, to drink any Tea therein.

XXXI.

THAT the Governor do every *Monday* Morning lay before the weekly Committee, an Account of all Materials ſent in for the Employment of the Poor, and the Work done by them; and ſhall every Quarter make out, and lay before the Directors and Guardians, at their Quarterly-Meeting, a general Account of the Quantity and Price of ſuch Materials, and of the Work manufactured, with the neat Profit of the ſame; and that no ſuch Work be diſpoſed of without an Order from the Weekly Board.

XXXII. THAT

XXXII.

THAT he cauſe the Linnen to be mark'd with a Stamp, with the Letters C and C H, and take Care to peruſe and file all Bills of Parcels.

XXXIII.

THAT the Governeſs do diſtribute Barley, Flour, Milk, Rice and other Neceſſaries, to ſuch ſick and young Children as the Apothecary or Surgeon ſhall adviſe; and whilſt they are under that Diet, their common Allowance is to be ſtopped.

XXXIV.

THAT the Apothecary do attend the Weekly Board from the Hour of Eleven to One, and give the Directors and Guardians an Account of ſuch Poor as are under his Care: That he attend the Sick twice or oftner in a Week, and give them ſuch Medicines and Preſcriptions as their Caſe may require.

XXXV.

THAT the Miniſter do read the Prayers uſed in the Church of *England*, and preach to

to the Poor of this Houſe every *Sunday*, and catechiſe the Children every *Wedneſday* or *Friday*, and viſit ſuch Sick as ſhall deſire it.

XXXVI.

If any Perſon ſhall purloin, ſell, or pawn any of the Goods belonging to the Houſe, ſuch Perſon or Perſons ſhall be carried before a Magiſtrate, to be dealt with according to Law.

XXXVII.

That the Governor keep a juſt Account of all the Proviſions received into the Houſe, and duly weigh and keep an Account thereof, and how many Perſons are provided for.

RULES

RULES AND ORDERS

To be obſerved by the POOR.

I.

THEY ſhall at all Times behave themſelves peaceably and quietly: They ſhall not ſwear, curſe, quarrel, or give rude Language; nor ſhall they be guilty of any lewd, immoral or indecent Behaviour, on Pain of loſing their next Meal, for the firſt Offence: And for the Second, ſuch other Puniſhment as the Weekly Committee ſhall direct.

II.

THEY ſhall attend Prayers Morning and Evening, eat their Victuals orderly in the Dining-Room, carry none out, nor depart till after Grace be ſaid, on Pain of loſing their next Meal.

III.

THEY ſhall not ſtrike or abuſe the Governor or Matron or their Aſſiſtants, but ſhall obey them at all Times; and if they think themſelves aggrieved, they ſhall make their Complaint to the Weekly Committee who will examine into the Truth of it, and redreſs them, if it be proper. But if any poor Perſon maintained in this Houſe, ſhall ſtrike, abuſe, or even behave diſreſpectfully to the Governor or Matron, or ſhall excite or promote any Mutiny or Diſturbance, or ſhall refuſe to do the Work aſſigned them, the Governor ſhall have full Power immediately to confine ſuch Perſon, or Perſons in the Houſe of Correction, there to be kept on ſlender Diet, until Complaint can be made to the Weekly Committee, if he ſhall judge that neceſſary: And the ſaid Committee ſhall give ſuch Directions, and order ſuch other Puniſhment, as to them in their Diſcretion ſhall ſeem meet.

IV. I

IV.

If any poor Perſon ſhall, during their Maintenance in this Houſe, purloin, ſell, or pawn, any of the Materials or Implements of Work, Utenſils, Goods, or Chattels belonging to the Corporation; or ſell or pawn any of their Apparel with which they ſhall be cloathed, ſuch Offender, if a Child, ſhall be puniſhed by Abatement of Diet, or Diſtinction of Dreſs or Diet, or by moderate Correction; or if ſuch Offender ſhall not be a Child, either by Abatement of Diet or Diſtinction of Dreſs and Diet, or by being ſet in the Stocks, without any other Diet than Bread and Water, for any Space, not exceeding twelve Hours.

V.

They are to take their clean Linnen from the Matron every *Saturday* Evening, and bring their foul Linnen to her every *Sunday* Morning.

VI.

They are not to go out without Leave, nor ſtay beyond the Time allowed them, on Pain of loſing their next Meal, and ſuch other Puniſhment as the Weekly Committee ſhall inflict.

VII.

THEY are to be all in Bed by Nine o'Clock in the Summer, and Eight in the Winter; and the Fires and Candles are to be put out before that Time.

VIII.

THEY are not to ſmoke, but in the working Rooms, and by no Means above Stairs, on Pain of ſevere Puniſhment.

IX.

IF any of the Nurſes, or other Perſons employed in the Service of the Houſe, go out without Leave of the Governor or Matron, they ſhall be ſeverely puniſhed.

X.

IF any of the Poor preſume to beg Money, or Drink, from any Perſon attending or coming to view the Houſe: For the firſt Offence they ſhall be deprived of their next Meal; for the ſecond, ſet in the Stocks for ſix Hours; and for the third, undergo ſuch farther Puniſhment as to the Weekly-Committee ſhall ſeem meet.

XI.

ALL the Poor relieved in this Houſe, (Nurſes and Perſons employed in the Service of the Houſe excepted) ſhall wear the Badge

Badge C & C H on the Place appointed; and if any of them ſhall take off the ſame, they ſhall be ſeverely puniſhed.

XII.

THAT ſlothful People, who pretend Ailments to excuſe themſelves from Work, be properly examined; and if it appears they made falſe Excuſes, then they ſhall be puniſhed.

XIII.

PERSONS convicted of Lying to be ſet on Stools in the moſt publick Place of the Dining-Room, and have Papers fix'd on their Breaſts, with theſe Words written thereon, INFAMOUS LYAR.

The above-written Acts, Ordinances, and By-Laws have been peruſed, allowed and confirmed, by me one of his Majeſty's Juſtices of Aſſize for the Norfolk *Circuit, at the Aſſizes held at* Bury St. Edmund's *for the County of* Suffolk, *the firſt Day of the Lent Aſſizes,* 1759, *by me,*

E. CLIVE.

Several

Several Clauſes of the Act for the better Relief and Employment of the Poor, in the Hundreds of COLNEIS and CARLFORD, in the County of *Suffolk*.

----- "And the ſaid Guardians of the "Poor in the ſaid Hundreds of *Colneis* and "*Carlford*, ſhall have, and are hereby de- "clared to have, Power and Authority, "from Time to Time, to make and ordain "ſuch Bye-Laws, Rules, and Ordinances, "for the better governing ſuch Corpora- "tion, and the Poor which ſhall be under "their Care, and for carrying on any Trade "that ſhall be ſet on Foot by ſuch Corpo- "ration, for the Employment of the ſaid "Poor, and other Ends and Purpoſes of "this Act, as ſhall be approved by the "Juſtices

" Juſtices of Aſſize, or one of them, coming into the ſaid County of *Suffolk*: ---- " And that ſuch Bye-Laws, Rules and Ordinances, ſhall, from Time to Time, be " printed for the Uſe of the Members of " the ſaid Corporation, their Officers, and " Servants.

" And be it further enacted by the Authority aforeſaid, that the ſaid Directors " and acting Guardians, ſhall have, and " they are hereby declared to have, full " Power and Authority to make, from " Time to Time, ſuch Rules, Orders, and " Conſtitutions, for the better governing, " employing, and ſupporting the ſaid poor " Perſons in the ſaid Hundreds, and from " Time to Time afterwards to repeal, alter, " or amend ſuch Rules, Orders, or Conſtitutions, as to them the ſaid Directors " and acting Guardians ſhall ſeem meet; " ſo that ſuch Rules, Orders, and Conſtitutions are not repugnant to the Laws of " the Land, or *the Bye-Laws*, *Rules*, and " *Ordinances*, made by the ſaid Guardians, " and allowed by a Juſtice or Juſtices of " Aſſize.

----- " Provided always, and be it further enacted, that it ſhall and may be " lawful to and for the Guardians of the

" Poor

" Poor within the ſaid Hundreds, at their
" Meetings on the *Wedneſday* in the *Eaſter-*
" *Week*, or at any other General Quarterly
" Meeting, as is herein afterwards ap-
" pointed, from Time to Time, and at all
" Times hereafter, to repeal, alter, or
" amend any ſuch Rules, Orders, or Con-
" ſtitutions, ſo made by the ſaid Directors
" and Guardians, and to make ſuch other
" Rules, Orders, or Conſtitutions, as to
" them, ſo aſſembled at ſuch General
" Quarterly Meeting, ſhall ſeem reaſon-
" able, ſo that the ſame be not repugnant
" to the Laws of the Land.

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